

keep up:reporting Form

Department: _____

Director: _____

Coordinator: _____

Date: _____

Phone: _____

Type of Gift	Total Number of Givers	Total Amount Given
Payroll Deduction: One-Time Only		
Payroll Deduction: Per Pay Period		
Money Order / Cashier's Check		
Checks		
Total Employee Giving (Totals of Previous 4 Lines)		

Person Preparing Report

Department Coordinator's Signature

Director's Signature

Date

Date

Date

